

# December 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Payment Run	2	3 Payment Batches	4 Payment Run	5
6	7 Payment Batches	8 Payment Run	9	10 Payment Batches	11 Payment Run	12
13	14 Payment Batches	15 Payment Run	16	17 Payment Batches	18 Payment Run	19
20	21 Payment Batches	22 Payment Run	23 Payment Batches	24 Payment Run	25 Holiday	26
27	28 Payment Batches	29 Payment Run/ Payment Batches	30 Payment Run/ Payment Batches	31 Payment Run		

All invoices/batches must be FINAL APPROVED by 1 PM on day of "Payment Batches" in order to be included in next "Payment Run".